



**U.S. Department of Justice
Office of the United States Trustee
Western District of Washington**

United States Courthouse (206) 553-2000
700 Stewart Street, Suite 5103 (206) 553-2566 (fax)
Seattle, WA 98101-1271

CORRECTING IDENTIFYING INFORMATION

Individual Debtor(s)/Debtor's Attorney:

The identifying information (proof of ID as to name or social security number ("SSN")) provided by the individual debtor at the meeting of creditors does not match the name or SSN in the bankruptcy documents. The information provided in the bankruptcy documents appears to be incorrect and must be corrected.

- 1. If the debtor's name is incorrect, take the following steps within 10 days of the meeting of creditors:**
 - (a) File an ex parte motion and proposed order for permission to amend the petition and an amended petition with the debtor's correct name;
 - (b) After entry of the Court order, obtain the mailing matrix for the case from the Bankruptcy Court and mail a copy of the amended petition to all parties in interest listed on the matrix; and
 - (c) File a certificate of service with the Bankruptcy Court certifying that the amended petition was sent to the parties in interest on the mailing matrix.
- 2. If the debtor's social security number is incorrect, take the following steps within 10 days of the meeting of creditors:**
 - (a) Submit an amended Official Form B-21 to the Bankruptcy Court showing the *full and correct* SSN;
 - (b) Obtain the mailing matrix for the case from the Bankruptcy Court and mail a copy of amended Official Form B-21 to all parties in interest on the matrix. *The United States Trustee is a party in interest and must receive a copy of Official Form B-21* either by hard copy, or by email (preferred) to: ustpreion18.se.ecf@usdoj.gov (please place "Correcting Debtor ID", the debtor's name, and the bankruptcy case number in the email subject line); and
 - (c) File a certificate of service with the Bankruptcy Court certifying that the complete amended Official Form B-21 was sent to the parties in interest on the matrix.
 - (d) It is no longer a requirement to advise the three credit reporting agencies of corrections to Social Security numbers.

A copy of this memorandum and applicable forms are located on the United States Trustee's website at: http://www.usdoj.gov/ust/r18/s_library.htm

If you have questions, please contact Judi Anderson at 206-553-2000, ext. 232, or via email at: Judi.Anderson@usdoj.gov